



City of Milpitas

Announces a job opportunity for Assistant Planner

Annual Salary Range: \$78,733 - \$95,701
Final Filing Date: Open Until Filled

About the Position

This position performs professional level work in the field of current or advanced planning within the Planning and Neighborhood Services Department; to conduct special projects and research as assigned; and to prepare reports and recommendations relative to assigned area of responsibility. This is the full journey level class in the professional planning series. The Assistant Planner classification is distinguished from the Junior Planner by the performance of the full range of duties as assigned with only occasional instruction or assistance as new or unusual situations arise. Incumbents work independently under general supervision. Positions in this class are flexibly staffed and are normally filled by advancement from the Junior Planner class.

Examples of Duties – duties may include, but are not limited to, the following:

- Perform professional level work in the field of current or advanced planning.
- Compile information and make recommendations on special studies; prepare technical and complex reports.
- Serve as project manager for development proposals and work with developers to reach agreement on acceptable site plans; review building plans, parcel maps, and subdivision proposals for conformance with appropriate regulations; prepare reports of recommendations.
- Coordinate planning activities with other departments, divisions and outside agencies and organizations.
- Check commercial, industrial and residential development plans for issuance of zone clearance; process permit applications.
- Conduct field inspections for development proposals, land use surveys, and related planning studies; ensure compliance with applicable codes, ordinances, and conditions of approval.
- Confer with and advise architects, builders, attorneys, contractors, engineers, and general public regarding City development policies and standards by providing customer service at the counter, over the phone and in the field.
- Prepare staff reports and graphic displays; make presentations to the Planning Commission, City Council or other committees and boards as assigned; serve as staff.
- Serve as project manager for advance planning projects by researching and drafting ordinances for review.
- Conduct environmental reviews; collect and analyze data; prepare environmental documents.
- Perform related duties as assigned.

Minimum Qualifications

Experience:

Two years of responsible planning experience comparable to that of a Junior Planner in the City of Milpitas.

Education:

A Bachelor's degree from an accredited college or university with **major** course work in urban planning or closely related field.

License and Other Requirements

Possession and maintenance of valid California Driver's License is required.

Special Requirements

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment including use of a computer and the ability to work alone or with other individuals; ability to travel to various locations within and outside the City of Milpitas.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

To Apply

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at www.ci.milpitas.ca.gov or www.calopps.org to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application which must be received by the filing date.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources - (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Salary and Benefits

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The City provides an excellent array of benefits that includes the following:

- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, subject to an individual's eligibility and applicable pension reform law.
- Contributory Retirement Plan - New Hire Employee pays 7% or 6.25% employee PERS contribution subject to an individual's eligibility and applicable pension reform law. Employee will also pay 4.9% towards the employer PERS contribution.
- Vacation - 11 days per year to a maximum of 31 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans
- Dental and Vision - City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - \$900 a year, City paid.
- Tax deferred medical and dependent savings plans
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.